



Association for Teen-Age Diplomats

Rochester, New York



New Board Member & Program Chair Orientation Checklist

Topics to be covered:			
All New Board Members	Initials	New Program Chairs	Initials
History of ATAD		Program Chair Responsibilities (JD17)	
CSIET, State Department highlights, criminal background checks (G1, HFF13)		ATAD Policies & Rules for AO (P1)	
ATAD Acronyms (G2)		ATAD Policies & Rules for IS (P2)	
Board Member Responsibilities (JD1)		Student Travel Itinerary (GF3)	
How to access information on ATAD website		Contact Sheet (ISF3)	
Policies & Procedure Committee (JS16)-new documents via website		Request for Financial Aid for IS (ISF5)	
Executive Committee (JD6)		Permission to travel & travel rules (ISF 6)	
Finances (reimbursable and/or tax deductible expenses) (G5, GF1)		Moving students from one home to another (ISF8)	
Conflict resolution (GF4, ISF4)			
Emergency Situations (P3)			
Reporting Sexual Misconduct (P4)			
Criteria for selecting host families and placing students			

Date: _____

Name of new Board Member/Program Chair: _____

Anticipated role on ATAD Board: _____

ATAD Board Member giving orientation: _____